

INTERNATIONAL TEACHING FELLOWSHIP

VICTORIA - 2003

For the Terms and Conditions covering this award, and instructions on the method of application and completion of this form, please read the accompanying instructions

**Passport
Photograph**

ONLY 4-YEAR TRAINED ON-GOING FULL-TIME EMPLOYEES ARE ELIGIBLE TO APPLY

Surname	Given Names	Title	DOB	Record No
Home Address		Current School Name and Address		
Home Phone: [03]		School Phone: [03]		
Mobile:		School Fax: [03]		
Have you been awarded an ITF in previous years? Yes/No If so, when & where?		School e-mail address:		
		Home e-mail address:		
Position in school		Principal of your current school		

Preferred Overseas Appointments. Use numbers to indicate your preference: 1= First Choice
Do not number preferences that you will not accept.

Metropolitan	Canada	Primary	Principal
Provincial City	Denmark		Class Teacher
	New Zealand	Secondary	
Country Town	Switzerland	Special	Other
	United Kingdom		
	United States of America		
	International Schools		
	(Generally in Europe, based on UK curriculum)		

SUBJECTS	YEAR	AGE	HOURS
Presently Teaching			
Also Qualified to Teach:			
Teaching duties for Incoming:			
Alternatives teaching duties acceptable to school:			
School Population: Pupils:		Teachers:	

Details of applicant and any person accompanying the ITF overseas. These are required for visa

FOR APPLICANTS TO SWITZERLAND ONLY:[illegible]

OTHER EMPLOYMENT RELATED FACTORS

What positions do you hold in your school? (eg: KLA head, sub school manager, project team leader)

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List any extracurricular activities you are prepared or experienced to be involved in, outside your teaching methods.

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List any professional associations to which you belong. (Avoid abbreviations for clarity.)

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What are your hobbies and interests?

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TIMETABLE

Please attach a clearly understood copy of your current timetable. Ensure names of subjects are clearly explained.

DOUBLE EXCHANGE APPLICATIONS

Please note that double exchange placements are possible, but usually difficult to obtain. Specifying a double match as a condition will restrict the chance of success.

Spouse/Partner Name:

Spouse/Partner - Subject Area:

- School:

What matches will be considered?

- ☐ Double match only
- ☐ If no double match available, a single match for myself.
- ☐ If no double match available, a single match for my spouse/partner.

ACCOMMODATION

If you are awarded an Exchange would your usual accommodation be available for the visiting educator as a sole occupancy ? **Yes** **No**

If **Yes**, attach to this application in a sealed envelope, a complete series of photographs depicting the rooms of your house, front, back and side exteriors, front of your house from the street and your rear yard.

If **No**, state what sole occupancy accommodation you will be making for the incoming teacher. Photographs as above will have to be supplied before any match is confirmed.

Sole occupancy of accommodation is as follows.

Type	Ownership	Rooms	Bedrooms	Beds
<input type="checkbox"/> Detached House <input type="checkbox"/> Attached House <input type="checkbox"/> Flat/Apartment <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Own <input type="checkbox"/> Renting <input type="checkbox"/> Other	Number	Number	Number and type.

Draw or take from plans, a floor plan of your house and property indicating all areas, buildings, streets, north etc. and attach to your application in A4 format.

How many people can live comfortably in your home?

How many bedrooms will you/your family require in the overseas accommodation?

Special Conditions:

Are you or any accompanying family members smokers?

Would you be prepared to have smokers living in your house?

Do you have any pets/livestock which may require care from your exchange partner?

Other Conditions

Insurance

Will your house insurance be valid when the visiting educator occupies your house? **Yes/No**

Will your house insurance cover the contents of the visiting teacher? **Yes/No**

If no to either question, what steps will you take for insurance cover?

Complete the following house questionnaire

Heating:	Yes/No [type]
Cooling :	Yes/No [type]
Carpets:	Yes/No
Interior toilet:	Yes/No
Hot water:	Yes/No
Washing Machine:	Yes/No
Washing/Laundry:	interior/exterior
Clothes dryer:	Yes/No
Major Appliances:	Stove [] Refrigerator [] Microwave [] Dishwasher [] Television [] VCR []

How far is the school at which the teacher will be teaching from the residence?

What means of transport are available for the incoming Fellow to travel to school?

PERSONAL PROFILE

Give some details to help potential exchange partners and schools form a picture of the sort of person/family you are. Include interests, any cultural affinities and any relevant abilities or disabilities which may need to be catered for during the exchange year. Include in this section any other information you believe to be relevant to your application.

In your professional life:

Victoria, shopping, hospital, doctors, dentists, recreational facilities, churches, industries, environment etc. that would give a visiting Fellow the flavour of your area. Please include a map of where your home is in relation to your school and local landmarks eg. supermarkets, shops, friends etc. Attach these appendices to your application in A4 form.

Give a brief description of your school, students, staff, parent organisations. Also include any non-teaching responsibilities that may/will be expected of the incoming fellow. Please ensure your description covers at least some brief details of all of the following points by checking them in the boxes provided.

- | | | | | | |
|--------------------------|-----------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Age Range | <input type="checkbox"/> | Organisational Structure | <input type="checkbox"/> | Curriculum |
| <input type="checkbox"/> | Socioeconomic profile | <input type="checkbox"/> | Daily organisation | <input type="checkbox"/> | Philosophy |
| <input type="checkbox"/> | Parents Profile | <input type="checkbox"/> | School Facilities | <input type="checkbox"/> | General Community Profile |

Please list the names of the colleagues who will look after the incoming fellow.		
Name(s)	Address	Phone

**INTERNATIONAL TEACHING FELLOWSHIP
RESEARCH / INVESTIGATION PROJECT**

Consult with your principal when completing this section. You are requested to choose a topic of study which will benefit you and your school. Please outline the topic of your intended research including the relevance of this to your school's programs and the employing authority's current priorities. Indicate your thoughts on the dissemination of the information you obtain following your return to Victoria. Also indicate the relevance to your performance plan, if appropriate.

SIGNATURE_____

DATE_____

**INTERNATIONAL TEACHING FELLOWSHIP
STATEMENT OF PURPOSE**

Please outline your reasons for applying for the International Teacher Fellowship program.

NAME OF APPLICANT

SIGNATURE_____

DATE_____

LEGAL AGREEMENT

If awarded an International Teaching Fellowship

1. I agree to remain teaching in my overseas position for the full twelve month period of the exchange. I also understand no extensions of the exchange year will be approved.
2. I agree to return to my own teaching position at the end of my exchange year unless alternative arrangements have been made between my employer and myself and specified in writing.
3. I agree to notify the Department of Education, Employment and Training of any changes in my circumstances which may affect my application [eg. the inability to proceed, a change in my employment location, a change in accommodation offered including renovations, a change in my marital status etc.].
4. I certify that I have read the paper "Terms and Conditions for International Teaching Fellowships" and that I fully understand the Terms and Conditions, and that I agree to abide by all the Terms and Condition stated.
5. I certify that all the answers given, and the information provided on this application, are true and correct.

Signature of the Applicant _____ Date _____
Witnessed by _____
Name in full _____
Status _____

Principal, JP or person authorised to sign

Endorsement of application by your Principal:

Name _____

Signature _____ Date _____

APPLICANTS PLEASE NOTE.

Failure to notify the Department of Education of any changes indicated in clause 3 of the section headed **LEGAL AGREEMENT** above, may render your application void.

A confidential professional and personal reference must be supplied and sent by your Principal or superior Officer directly to:

Ms Mary R. Kelleher
ITF Program, International Agreements Unit,
GPO Box 4367, Melbourne 3001.

Additional statements or information may be attached to your application.

Please return this completed Application with all supporting material, as directed in :

'Instructions for Completing Application for International Teaching Fellowship'.

The closing date is *Friday 19 October, 2001*. Attach your current Medical Certificate to this application.

THIS APPLICATION MUST BE COMPLETED IN FULL

The applicant should give this memo to their current school Principal along with the memorandum of understanding.

MEMO TO The Principal

SUBJECT International Teaching Fellowship Application.

A staff member at your school is applying for the 2002 International Teaching Fellowship. **The ITF Advisory Committee relies on the recommendation and comments of the principal in the selection of appropriate applicants.** The selection of the teacher will be based on your recommendation.

1. REFERENCE

It is a requirement of the program that you provide a confidential, detailed personal and professional reference for the applicant.

The reference should comment, among other things, on applicants'

- Teaching ability
- Contribution to the broader school program
- Contribution to the profession at large
- Communication and interpersonal skills
- Flexibility and adaptability
- Comments should also include the relevance of the proposed Research/Investigation Project to the school program.

The reference should be confidential and forwarded to the International Agreements Unit along with the signed **Memorandum of Understanding**.

2 MEMORANDUM OF UNDERSTANDING

Please read the *memorandum of understanding* and the *terms and conditions* carefully to ensure that you understand and accept the conditions of the ITF program. The terms and conditions can be obtained from the applicant or on our web site: www.sofweb.vic.edu.au/itf

If you have any questions please contact the International Agreements Unit on

Tel [03] 9637 3356 / 2896

Yours sincerely,

The applicant should give this form to their current school Principal; it should be completed and sent to the International Agreements Unit along with a confidential reference.

MEMORANDUM OF UNDERSTANDING PRINCIPAL'S UNDERTAKING OF RESPONSIBILITY
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TEACHERS NAME _____

PRINCIPAL'S NAME _____

SCHOOL _____

As the Principal of a school participating in the 2002 International Teaching Fellowship program, I understand that:

1. It is a requirement of the program that I provide a confidential, detailed personal and professional reference for the applicant. **The selection of the teacher will be based on my recommendation.**
2. I or my nominee will be responsible for providing professional development release days for the incoming International Teaching Fellow (ITF).
3. I or my nominee will be responsible for providing a school orientation program for the incoming ITF.
4. I or my nominee will be responsible for monitoring the ongoing welfare of the incoming ITF and the Victorian ITF. Should a problem of a personal or professional nature arise, this should be resolved at the school level by the parties concerned. The International Agreements Unit will only become involved in negotiations should the matter require negotiation on a state to state level.
5. I or my nominee will be responsible for reporting sick leave and professional development days taken by the incoming ITF to the International Agreements Unit.
6. Short-term absences by the incoming ITF will be covered by the school in the normal way. In the case of an extended absence, reimbursement will be sought through the International Agreements Unit from the incoming ITFs employing authority.
7. I or my nominee will ensure that the Victorian teacher is kept up to date with current educational initiatives through the regular provision of the *Victorian School News*, School Newsletters and any other relevant documents.

I have read and accept the "Principal's Undertaking of Responsibility" and the "Terms and Conditions" of the International Teaching Fellowship Program.

★ I ***recommend*** / ***highly recommend*** (please delete that which is inappropriate) the applicant on grounds of personal character and teaching ability as a sound applicant for employment under the International Teaching Fellowship program.

Principal's signature _____

Date _____

This section along with a confidential reference should be forwarded to:

Ms Mary R. Kelleher
International Agreements Unit
GPO Box 4367
Melbourne 3001
PH: [03] 963 73356 / 2896